



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Pharmacy Technician-Business

LOCATION: Red Cliff Community Health Center

WAGE: \$13.00 - \$14.00 per hour, Plus Benefits

SUPERVISOR: Chief Pharmacist

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY: The primary function of the Business Pharmacy Technician is to assist the Chief Pharmacist in the revenue collection cycle of the Red Cliff Community Health Center Pharmacy. Duties will be assigned and delegated in accord with sound professional pharmacy practice, federal and state laws and regulations, in compliance with accreditation and other regulatory bodies.

DUTIES AND RESPONSIBILITIES:

1. Interview new and returning pharmacy clients to confirm the accuracy and completeness of demographic, insurance and other client specific data. Update changes as necessary in RPMS computer system.
2. Communicate payments/co-pays to customers at pharmacy window. Accept payments as needed.
3. Manage accounts receivable module in RX 30, following up on aged receivables per policy.
4. Reconcile cash register and obtain change if needed.
5. Assist with processing pharmacy insurance contracts and updating as needed.
6. Obtain prior authorizations for services as needed.
7. Bill disposable medical supplies to Wisconsin Medicaid.
8. Investigate client eligibility for drug manufacturer assistance programs as needed.
9. Review beneficiary claims report for potential insurance/program eligibility/sponsorship of patients
10. Assist with and monitor sponsorship of pharmacy patients.
11. Maintain a denial management system to include reconciling rejected claims.

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12. Assist the Pharmacist in filling prescriptions as needed. This includes the preparation of labels for containers, measuring or counting the medication taken from those in stock, and placing these items in containers for distribution to the patient.
13. Complete periodic checks of all stocked items to identify outdated items, which will be removed from use and disposed of as directed by the Pharmacist.
14. Maintain an adequate supply of empty vials, bottles, bags, label and other items used in the dispensing of medications. Place orders as directed by Pharmacist.
15. Assist Chief Pharmacist with management of pharmacy budget.
16. Maintain strict confidentiality of all patient information as required by federal and state law and sound professional practice. Shred or render unreadable all materials, which are patient specific, before disposing of these items.
17. Adheres to and supports facility policies, programs and activities.
18. Advance job knowledge and skills through continuing education.
19. Attend staff and other meetings, in-services, and other events as directed by supervisor.
20. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of and sensitivity for Ojibwe culture and traditions. Possess the desire and ability to complete additional training in medical and pharmacy terminology, pharmaceutical and mathematical calculations, inventory control, and related skills.

QUALIFICATIONS:

1. Possession of a high school diploma, HSED, or GED.
2. Experience with computerized record keeping, data processing, and word processing.
3. Possess above average mathematical skills and typing ability.
4. Able to maintain confidentiality.
5. Must be dependable and reliable and able to function with reasonable independence within a setting requiring professional oversight.
6. Maintain annual CPR certification/recertification as required of Health Center staff.
7. Must be bondable under the Tribe's bonding requirements.
8. Meet or exceed the minimum standards of character as prescribed by P.L. 101-630 and WI State Statutes s. 48.685 and s. 50.065 and as subsequently amended and applied to certain classes of Tribal employees. Any history of drug related convictions would disqualify an individual.
9. Able to read, understand, and follow written and verbal instructions. Must be dependable and reliable and able to function with reasonable independence within a setting requiring professional oversight.
10. One year experience as a pharmacy technician or in medical field, preferred.
11. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: Daily contact with patients, visitors, primary care providers, Tribal and Health Center Administration and other Health Center staff.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage. Weights to be carried are usually less than 50 pounds. There will be periods of prolonged standing, walking, or sitting.

WORK ENVIRONMENT: Red Cliff Community Health Center; office and clinic settings. Exposure to hazards of the health care industry. Work setting must be maintained as a clean, nonsmoking, well-ventilated area in compliance with all applicable safety regulations. All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the image or name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: February 13, 2019

DEADLINE: February 27, 2019 @ 4:00 pm

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

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www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov
diane.cooley@redcliff-nsn.gov

(715) 779-3700 ext. 4268 or 4267

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting. All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

EMPLOYEE BENEFITS PACKAGE - FULL-TIME EMPLOYEES

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.

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